



# Delaware Air National Guard Active Guard Reserve (AGR) Position Vacancy Announcement

<b>SECTION I: Administrative</b> <small>Authority: Title 32 USC 502(f), ANGI 36-101</small>			
<b>Position Title:</b> Admin Support Technician	<b>Position Number:</b> 08-AF-16	<b>Open Date:</b> 4 August 2016	<b>Close Date:</b> 4 September 2016
<b>Required AFSC:</b> 3A151/71	<b>UMD Positon Number:</b> 966966	<b>Minimum Grade:</b> TSgt (E6) <b>Maximum Grade:</b> MSgt (E7)	
<b>HRO Point of Contact</b>		<b>Duty Location</b>	
<b>Email:</b> <a href="mailto:NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL">NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL</a> <b>Telephone:</b> (302) 326-7806 or (302) 326-7807 <b>Facsimile:</b> (302) 326-7119		Delaware Air National Guard 166 <sup>th</sup> Maintenance Group CSS New Castle, Delaware 19720	
ZONE OF CONSIDERATION			
<div style="display: flex; align-items: flex-start;"> <div style="width: 30px; text-align: center; margin-right: 10px;"> <b>X</b> Zone 1 Zone 2 Zone 3           </div> <div> <b>Restricted Statewide (On-Board DANG Active Guard Reserve (AGR) Airmen Only)</b>              Unrestricted Statewide (DANG AGR &amp; Traditional Airmen)              Nationwide (Airmen eligible to become a member of the DANG)           </div> </div>			
DUTIES AND RESPONSIBILITIES			
<p>Provides administrative support to Air Force, Department of Defense (DoD), and joint organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties.</p> <p>Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, and meeting support. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.</p> <p>Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.</p>			
MINIMUM QUALIFICATION REQUIREMENTS			
<ul style="list-style-type: none"> <li>Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI 36-2905.</li> <li>Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.</li> <li>Must meet any Special Requirements as specified on Position Description.</li> <li>Failure to maintain the appropriate security clearance level will result in removal from the AGR program</li> <li>Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.</li> <li>You must be in a military status to apply for an AGR position.</li> <li>Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.</li> <li>IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.</li> <li>IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service (AFS) prior to Mandatory Separation Date (MSD). Individuals selected that cannot attain 20 years of AFS prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.</li> <li>IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 18 months when in the best interest of the unit, State, or National Guard.</li> <li>Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.</li> <li>IAW ANGI36-101, paragraph 4.1.6.3, applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment.</li> </ul>			



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## APPLICATION REQUIREMENTS

At a minimum, the following applicable forms and documents will be required from all applicants:

- **DENG AGR (Air) Applicant Worksheet.**
- **NGB Form 34-1** (Application for Active Guard/Reserve (AGR) Position).
- **DENG Point of Contact Form.**
- Copy of **state and military driver's license.**
- Current **Report of Individual Personnel (RIP)**: Obtained from Virtual Military Personnel Flight (vMPF) or the Force Support Squadron (FSS). Must show ASVAB Test Scores and awarded AFSC(s).
- **AF Form 422 or AF Form 469** - Physical Profile Report. Must be obtained from Medical Group. Must be dated within the last 12 months. All applicants **MUST** submit either one of these forms. Must show PULHES.
- **DD Form 214/215**- all copies ever received and any other official documentation to verify all Active/Reserve/National Guard service. The DD Form 214 must be the copy which includes the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code.
- **Resume** and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- **Performance Reports** (optional) - Applicants may include their last 5 EPRs/OPRs to include current. A Memorandum for Record (MFR) can be submitted to explain any gaps/absences/overlaps.
- **Air Force Fitness Management System (AFFMS)** – Current passing (test within last 12 months) official printout from AFFMS database showing a score of 75 or higher.
- **Letters of Recommendation** (optional) signed by a SMSgt/CMSgt/Lt Col or above.

## IMPORTANT NOTES REGARDING THE COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Blank forms can be located on the Delaware National Guard Website ([DNG Website](#)). The forms are located at the bottom of the Full-Time Opportunities webpage for the Delaware National Guard.
- Applications must be typed or printed in legible dark ink, signed and dated. Incomplete application packages (i.e. failure to explain "yes" answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Applications will be submitted to [NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL](mailto:NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL) as one (1) attachment.
- **Failure to follow the instructions in this announcement will result in packet disqualification.**
- Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- Records of applicants will be screened by the HRO - AGR Management Section and DANG A1 prior to submission to the selection panel.
- Applicants who do not meet eligibility requirements and whose names are not submitted to the selection panel will be notified of their non-selection within 30 days of final selection.
- Individuals selected for positions should not quit their current job or enter into any contractual agreements with lending institutions, etc. until AGR orders have been published by the HRO-AG office.

## SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Member must bring AGR resource with them.
- Must have commander's concurrence.

## LENGTH OF TOUR/APPOINTMENT

- IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Initial tours will have a probationary period of 3 years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).
- The publication of AGR orders by HRO will be the official appointment into the Delaware Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

The Delaware National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.